



## Deputy State Librarian

Monthly Salary: \$8920-\$9640



914 Capitol Mall  
Sacramento, CA 95814  
(916) 654-0174

## APPLICATION PROCESS

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The California State Library is seeking the most highly qualified individuals for this exciting library leadership position. The successful candidate will have a challenging opportunity to work in a diverse state with many resources. California State Library managers and staff are dedicated to providing quality customer service to the wide variety of audiences that we serve.

Please submit a letter of interest and resume to the California State Library, Human Resources Services Office, P.O. Box 942837, Sacramento, CA, 94237-0001 by March 16, 2007.

Submittals will be reviewed and the most highly qualified candidates will be invited to participate in an interview process in early April. Final candidates will be interviewed in Sacramento in late April. An appointment to this position is anticipated in May 2007.

*It is an objective of the State of California to achieve a drug-free state workplace, any applicant for state employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.*

**Equal Opportunity  
Employer**

## LIVING IN NORTHERN CALIFORNIA

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The California State Library is located in Sacramento, the hub city in northern California's booming region that offers residents family-friendly neighborhoods, great schools, and dynamic cultural sites and recreational activities. Both locals and visitors take pleasure in the vicinity's parks and rivers with their miles of biking and hiking trails, sunny beaches, and waterways.

Many Sacramento residents enjoy weekend trips to San Francisco, Lake Tahoe, the California coast, and the wine country - all only two-hours away! Easy access to favorite northern California activities like exploring the "city by the bay," rafting the American River or antiques in the Gold Country is just one reason the centrally located state capital is a great place to live.



As of January 2007 the median price for a Sacramento County home was \$350,000. The area boasts 15 major art and historical museums, 19 public and private colleges and universities, 16 public school districts, and 26 public libraries. Sacramento's 6 million trees provide not only shade in the summer, but dazzling beauty year round. Regional Transit light rail and bus lines, and great restaurants are all within walking distance of our Sacramento offices.

## THE POSITION

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Due to the retirement of the long-term incumbent, the California State Library is seeking a new Deputy State Librarian. The Deputy State Librarian is a key member of the Library's executive management team, reports directly to the State Librarian, and acts as the State Librarian in his/her absence. This position is a gubernatorial appointment.

### **Duties/Responsibilities:**

The Deputy State Librarian ensures that the State Librarian's goals and objectives are translated into operational plans and activities in concert with the five divisions of the State Library, Administrative Services, California Research Bureau, Information Technology Bureau, Library Development Services and State Library Services.

### **Desirable Qualifications:**

- A Master's Degree in Library or Information Science from a college or university accredited by the American Library Association.
- 8-10 years of supervisory experience and 3-5 years of managerial experience in a complex library setting.
- Demonstrated record of leadership and excellence.
- Commitment to moving libraries forward in the 21st century.
- In-depth knowledge of information policy and service trends impacting all types of libraries.
- Understanding of the role of state-level library services and policy development.
- Demonstrated ability to communicate with others shown by strong written and verbal skills; strong negotiating skills; and the ability to represent the State effectively with a variety of state and non-state organizations.
- Demonstrated ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff.
- Expertise in program development and evaluation, problem-solving and team-building.

## THE POSITION

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### **Typical Tasks:**

- Advises the State Librarian on new initiatives, major statewide library program directions and major fiscal policy issues.
- Formulates program alternatives and coordinates program and initiative development and implementation.
- Deals directly with the Executive and Legislative Branches, legislative advocates and various departments of State Government to promote the State Library and its services throughout the State.
- Ensures that State Library functions are executed in conformance and compliance with approved policy and are consistent with statutory requirements of the California State Library and the State of California.
- Represents the State Librarian throughout the state and nation and may be required to travel frequently.

### **Benefits Information:**

**Annual Leave:** Sixteen and half days per calendar year.

**Holidays:** Thirteen holidays per calendar year.

**Retirement:** Membership in the Public Employee's Retirement System coordinated with Social Security.

**Group Insurance:** A fully paid vision and dental plan, and a variety of health insurance plans with employer contribution toward premiums. A fully paid life insurance policy of \$25,000 is also included.

**Worker's Compensation:** In case of injury on the job, each employee is fully protected under the Worker's compensation law of California.

**Deferred Compensation:** The State offers a Deferred Compensation Program to employees who wish to save money and defer taxes on income earned with the State.

**Parking:** Designated parking space provided.

## ABOUT THE LIBRARY

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Founded in 1850, the California State Library, whose budget is about \$90 million for FY 2006/07, is the central reference and research library for California's government, legislature and citizens. The Library's extensive collection numbers over 2 million volumes and 4.5 million government documents and includes the best publicly-accessible collection on California history.

Using innovative information technologies, expert staff serve customers through the library's key sections: the Bernard E. Witkin State Law Library, the Braille and Talking Book Library, the California History Room, Government Publications, the State Information and Reference Center, and the Sutro Library in San Francisco.

Through the Library Development Service Bureau, the California State Library provides technical assistance to public libraries; distributes state and federal funds to support statewide library programs; and has created model programs such as statewide resource-sharing and adult literacy services.

The California Research Bureau, using in-depth analysis, reports, policy seminars and conferences, serves California lawmakers with non-partisan research and information about policy issues confronting the state.

